



Nottinghamshire

POLICE & CRIME COMMISSIONER**TRAVELLING AND SUNDRY EXPENSES**

Employee Number	Name and Initials Paddy Tipping	Please Delete as Appropriate <ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 		Base: Arnot Hill House	Vehicle Details														
Rank & Collar No PCC	Division/Dept NOPCC			Home to Base Mileage 3.6															
Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)																			
Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base												
				1.5.18	Arnot Hill to Hucknal return	15.2	15.2												
				1.5.18	Arnot Hill to County Hall	5.1	5.1												
				3.5.18	City to West Bridgford	2.1	2.1												
				3.5.18	West Bridgford to Home	3.2	3.2												
				6.5.18	Home to Southwell	23.6	23.6												
				8.5.18	Arnot Hill to Mansfield return	24.8	24.8												
				8.5.18	Arnot Hill to City	3.7	3.7												
				8.5.18	City to Sherwood	3.3	3.3												
				9.5.18	Arnot Hill to FHQ return	8.6	8.6												
				10.5.18	Arnot Hill to Leicester	36.8	36.8												
				10.5.18	Leicester to City to Home	35.1	35.1												
				12.5.18	Home to Newark	45.6	45.6												
				15.5.18	Arnot Hill to FHQ	4.3	4.3												
				15.5.18	FHQ to West Bridgford	9.8	9.8												
Total				Total		221.20	221.20												
I certify that: • Travelling expenses claimed are in accordance with Police Regulations or the current approved scheme for support staff and have been necessarily and reasonably incurred on Force business. The costs of the cheapest practicable mode of transport has been claimed for journeys out of force area. • My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims • Where subsistence is claimed, I have actually incurred expenditure because I was prevented by official duties from taking my meal in the normal way and VAT receipts for all costs are attached.				Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature) <i>G. Halliwell</i> Position <i>Managerial Assistant</i> Date <i>1.4.18</i>		For Finance Use only <table border="1"> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> <tr> <td>31P1102</td> <td>ET407</td> <td></td> <td>99-54</td> <td></td> <td></td> </tr> </table>		Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	ET407		99-54		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax														
31P1102	ET407		99-54																
Total Expenses Claimed		Amount £ p																	
Total receipted expenses																			
Total mileage 221.20 @ 45p		99 54																	
Essential user lump sum																			
Less Advance No.....																			
Amount Claimed		99 54																	
Signature of Claimant: <i>[Signature]</i>																			



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Employee Number	Name and Initials Paddy Tipping	Please Delete as Appropriate <ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 	Base: Arnot Hill House	Vehicle Details	
Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 3.6		

Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)

Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base
				15.5.18	West Bridgford to Arnot Hill	5.1	5.1
				17.5.18	Arnot Hill to West Bridgford	5.1	5.1
				18.5.18	Arnot Hill to Sherwood	2.2	2.2
				18.5.18	Sherwood to Blidworth	9.4	9.4
				18.5.18	Blidworth to Home	12	12
				19.5.18	Home to New Basford return	7.8	7.8
				21.5.18	Arnot Hill to Oxclose return	2.2	2.2
				22.5.18	Home to Laxton return	48.8	48.8
				23.5.18	Arnot Hill to FHQ return	8.6	8.6
				24.5.18	West Bridgford to Arnot Hill	5.1	5.1
				24.5.18	Arnot Hill to Colwick	5	5
				26.5.18	Home to Strelley return	18.2	18.2
				29.5.18	Arnot Hill to Beeston to home	11.9	11.9
				30.5.18	Home to FHQ return	15.6	8.4
Total				Total		157	149.8

I certify that:

- Travelling expenses claimed are in accordance with Police Regulations or the current approved scheme for support staff and have been necessarily and reasonably incurred on Force business.
- The costs of the cheapest practicable mode of transport has been claimed for journeys out of force area.
- My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims
- Where subsistence is claimed, I have actually incurred expenditure because I was prevented by official duties from taking my meal in the normal way and VAT receipts for all costs are attached.

Signature of Claimant:.....

Please mark (*) previously approved expenditure in excess of guidelines

Approved by (signature).....
Position.....
Date.....

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 149.8 @ 45p	67	41
Essential user lump sum		
Less Advance No.....		
Amount Claimed		

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	E7407		67.41		